

To: Students, Mentors, and Liaisons

Subject: Annual Student Transcript and Salary Review Process

The annual student transcript and salary review process will take place between March and May of 2007.

Students' official transcripts, including fall, '06 grades and spring, '07 enrollment are due to STB-Education and Postdoc Office by February 17, 2007. Official transcripts should be sent to:

Brenda Montoya
Los Alamos National Laboratory
MS M709
P.O. Box 1663
Los Alamos, NM 87545

Unofficial transcripts will not be accepted. Students submitting a late transcript are not eligible for retroactive salary increases. Transcripts should only be sent to the address above. Sending them elsewhere could cause a delay in a student's raise or result in a lost transcript. Students should verify that transcripts have been received by the Education and Postdoc Office by emailing Brenda Montoya at bmontoya@lanl.gov.

The transcript review process enables the Education and Postdoc Office to monitor a student's eligibility and ensure academic progression. Students' appointment dates will be extended providing eligibility requirements have been met and academic progression is shown.

The Laboratory's new GPA requirements will be monitored via the transcript review process. Student's whose GPAs are below the new minimum requirements will be contacted to discuss a path forward. The student's mentor and group leader will also be notified.

Clarifying Information

1. High school cooperative (HS Co-Op), Post-Baccalaureate, and Post Master's (one-year appointment prior to entering a PhD program) students are not required to submit a transcript.
2. Students participating in the Electro-Mechanical Technician Training Program (EMTP) or the Machinist Apprentice Program (MAP) are exempt from this requirement.
3. **Official** transcripts are required and must include the student's name, institution name, grade point average (semester and cumulative) and declared major.
4. Although students are required to enroll in and receive credit for a minimum of 9 (undergraduate) or 6 (graduate) credit hours or equivalent each semester during the academic year, taking the minimum required may prevent students from receiving the May salary increase. Salary increases are based on the

- number of credit hours completed in a student's degree program and the student's class standing.
5. Appointment dates may not be extended by a student's return to work date if the student's official transcript is not received by the February, 17th deadline resulting in a delay of the student's participation in the Laboratory's 9/80 work schedule.
 6. Salary increases will be effective in May based on a student's return date and compliance with the transcript submission deadline.
 7. Students who fail to meet the transcript deadline may no longer be able to participate in the Laboratory's Student Internship Programs.

Reminders

1. Undergraduate students are required to enroll in and receive credit for a minimum of 9 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program.
2. Graduate students are required to enroll in and receive credit for a minimum of 6 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. Graduate students who have completed their coursework and are performing research for their thesis or dissertation are eligible to work full-time during the academic year providing they submit proof of enrollment to STB-EPDO showing thesis/dissertation course work.
3. Exceptions to the work time or credit hour requirements will be addressed on an individual basis by the Education and Postdoc Staff and the Student Programs Advisory Committee. The exception process can be located at:
<http://int.lanl.gov/education/spac/exc.shtml>
4. Students participating in the Electro-Mechanical Technician Training Program, Machinist Apprenticeship Program, or the CFO MBA program, are excluded from the 30 hour per week work restriction.
5. Students who are on Post Baccalaureate appointments (one-year appointment prior to entering a graduate program) and students who are on a Post Masters appointment (one-year appointment between completion of Master's and commencing a PhD program) are exempt from this restriction.
6. Students are eligible to work 40 hours during the holiday and spring break, with management approval.
7. Summer is not considered part of the academic year, so there are no requirements for taking classes and students may work full-time.
8. Questions about tuition reimbursement should be directed to Dixie Paternoster at 7-0386 or Dixie@lanl.gov.

Students who are enrolled in Certificate Programs should contact Brenda Montoya at bmontoya@lanl.gov

Please contact Brenda Montoya at 667-4866, bmontoya@lanl.gov or Carole Rutten at 665-5194, crutten@lanl.gov if you have any questions about this or any other student program issue.